


## **Auction Tent**

As an auction tent volunteer you will be responsible for the staging, monitoring and closing down the event. Please follow the directions of the silent auction coordinator for the event.

- All items must have a separate bid sheet.
- All items must list a retail value and short description.
- The silent auction will end at 8:45 p.m. Broadcast this 15 minutes prior to the closing.
- Help with the packing and carrying of items to the winners car.
- Keep your eyes on any small items that might disappear as people look at them.
- At 8:45, listen for the auction coordinator's signal and quickly pick up all auction bid sheets (do not let anyone bid after the coordinator has announced the end of bidding.)
- As soon as the auction is over, politely invite all guests to leave the auction area and check back at 9:15 to pay for and collect their items.



As volunteers you act as hosts for Bella Sera and represent Chattanooga Endeavors. Be hospitable – smile, talk with your guests, ask if they're enjoying the evening, and have fun.

- Volunteers should complete our online registration form prior to the event.
- Volunteer Orientation will be Friday at 6:00 p.m. at Renaissance Park.
- Please dress casually for the event.
- Souvenir aprons will be provided that will identify you as a Bella Sera volunteer.
- Check-in at the Volunteer Tent 30 minutes before the start of the event.
- You will receive detailed instructions about your volunteer assignment at check-in.

Thank you for your help with Bella Sera and we hope you will have a beautiful evening with us this year.